

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF DEFENSE MOBILIZATION

TRANSMITTAL LETTER

Transmitted herewith are General Administrative Order-I-7 and Administrative Instruction-II-113 which establishes the ODM Unit of the National Defense Executive Reserve and prescribes the procedures to be followed in the designation of persons to serve in this capacity.

Section 7 of GAO-I-7 provides that persons heretofore designated under GAO-IV-2 as members of the ODM Executive Reserve, shall be considered to be members of the ODM Unit of the National Defense Executive Reserve as defined by this order.

The first report under Section 4 of Administrative Instruction-II-113 will be due April 1, 1956 and the first of each quarter thereafter. These reports are to be transmitted to the Director through the Assistant Director for Manpower.

3/6/56

I-Gen-GAO-7  
March 1, 1956

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF DEFENSE MOBILIZATION

GENERAL ADMINISTRATIVE ORDER-I-7

SUBJECT: NATIONAL DEFENSE EXECUTIVE RESERVE

Section 1. Purpose

.01 Pursuant to Section 710(e) of the Defense Production Act of 1950, as amended, Executive Order 10660 dated February 15, 1956, and in accordance with Defense Mobilization Order-I-21, there is established within ODM a unit of the National Defense Executive Reserve.

.02 The purpose of this order is to prescribe the policies governing the establishment of such a unit.

Section 2. Definitions

.01 An Executive Reservist is a person designated by letter from the Director of the Office of Defense Mobilization as a member of the Office of Defense Mobilization Unit of the National Defense Executive Reserve.

.02 An inactive Executive Reservist is one who temporarily is not available for training or assignment but expects to be available at a later date.

.03 The Executive Reserve is composed of persons selected from various segments of the civilian economy and from Government who are to be trained for assignment to executive positions in the Federal Government during periods of emergency.

Section 3. Program Management

.01 The areas of the Office of Defense Mobilization for which a Reserve will be created are:

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1. Office of the Director
2. Health Resources
3. Manpower
4. Materials
5. Plans and Readiness
6. Production
7. Science Advisory
8. Stabilization
9. Telecommunications
10. Transportation

.02 The Assistant Director for Manpower, or his representative, will be responsible for coordinating the recruitment and training program of the ODM unit of the National Defense Executive Reserve. He will also serve as the ODM representative on the Inter-agency Committee on the National Defense Executive Reserve.

.03 Each Assistant Director and Staff Unit Head will be responsible for recruiting, training, and maintaining an adequate and effective Reserve in his area.

.04 Each Assistant Director and Staff Unit Head will be responsible for determining the number of Executive Reservists needed by his area to meet mobilization requirements.

.05 Candidates for the Executive Reserve will be selected from agriculture, educational institutions, industry (including small business), labor organizations, the professions and professional societies, and other groups which contain qualified and available executive personnel. Such candidates will be designated on the basis of each individual's (a) qualifications to perform duties and responsibilities of contemplated mobilization assignment, and (b) likelihood of being available in the event of full mobilization. It is expected in certain areas that qualified persons who are at present full or part-time employees of other Government agencies will be selected for designation in the ODM unit of the National Defense Executive Reserve. Persons with overriding military obligations shall not be designated as members of the Executive Reserve.

.06 Within the availability of funds, the extent and type of training given to Reservists will be determined by each Assistant Director in keeping with the particular needs of the function for which he has responsibility. In general, training will include:

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1. Frequent communications of an informative and instructional nature pertaining to the problems and responsibilities of the area or to the duties which the Reservist may be expected to perform.
2. Participation in mobilization exercises to the maximum extent feasible.
3. Periodic meetings for purposes of orientation.
4. Correspondence on specific mobilization problems.

#### Section 4. Security

.01 The degree of security clearance necessary for each Reservist will be in accordance with existing security standards for ODM. The official designation of Executive Reservists will be withheld until such security clearance is obtained.

#### Section 5. Conflict of Interest

.01 Activities of persons by reason of designation as Executive Reservists under Executive Order 10660 shall not include acting or advising on any matter pending before any department or agency but shall be limited to receiving training for mobilization assignments under the Reserve program. With respect to activities as so limited, Reservists who are not full-time Government employees shall be exempt from the operation of sections 281, 283, 284, 434, and 1914 of Title 18, United States Code, and section 190 of the Revised Statutes (5 U.S.C. 99).

.02 If a person designated as an Executive Reservist is to act in any other capacity within ODM, he shall be appointed under appropriate authority and exemption from the operation of conflict of interest statutes will depend upon provision of the statute and regulation under which the appointment is made (see Administrative Instructions-II-111 and 112).

Section 6. Transportation and Subsistence

.01 Members of the Executive Reserve who are not full-time Government employees may, if claim is made, receive transportation and not to exceed \$15 per diem in lieu of subsistence while away from their homes or regular places of business for the purpose of participating in the executive reserve training program. (See also Section 12, Administrative Instruction-II-408 (Revised), November 1955).

.02 Where claim for travel expenses and per diem is made, invitational travel orders will be issued. For preparation of invitational travel orders see Section 7, Administrative Instruction-II-408 (Revised), November, 1955.

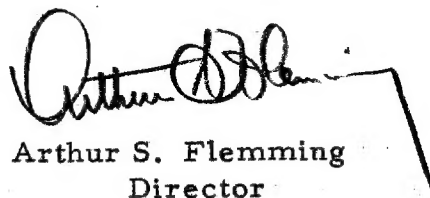
Section 7. Orders Superseded

.01 This order supersedes General Administrative Order-IV-2, dated March 10, 1955.

.02 Persons heretofore designated under GAO-IV-2 as members of the ODM Executive Reserve, shall be considered to be members of the ODM unit of the National Defense Executive Reserve as defined by this order.

Section 8. Effective Date

.01 This order is effective immediately.

  
Arthur S. Flemming  
Director

II-Adm-AI-113

March 1, 1956

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF DEFENSE MOBILIZATION

ADMINISTRATIVE INSTRUCTION-II-113

SUBJECT: NATIONAL DEFENSE EXECUTIVE RESERVE

Section 1. Purpose

.01 The purpose of this instruction is to prescribe the procedures for the designation of persons to serve as members of the ODM unit of the National Defense Executive Reserve as established by General Administrative Order-I-7.

Section 2. Responsibility of the Assistant Directors and Staff Unit Heads

.01 Prior to negotiation, shall request the Personnel Office to check the name and employer's name of the proposed Executive Reservist against the central register of Reservists at the Civil Service Commission.

.02 Designation of a person who is not a Federal Government employee.

1. Secure the consent of the person to serve as member of the Executive Reserve. If the person is willing to serve, have him complete the following:

- a. Statement of Understanding (Form ODM-152, Revised 2/14/56), signed by both him and his employer. (original only).
- b. Standard Form 86, "Security Investigation Data for Sensitive Position". (quadruplicate)
- c. Standard Form 87, "Fingerprint Chart." (original only)

2. Prepare Standard Form 52, "Request for Personnel Action", in duplicate, entering under item 5, Nature of Action Requested: "Designation as Executive Reservist". Enter under item 8, Position Title and Number: "Member of the Executive Reserve."

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3. Forward Standard Form 52, properly prepared and signed, along with the documents listed in 1. above, to the Administrative Assistant to the Director for processing.

.02 Designation of a person who may be at present serving ODM in some other capacity (WOC or WAE).

1. If the person is willing to serve have him complete Statement of Understanding (Form ODM-152 Revised 2/14/56), signed by both him and his employer (original only).

2. Forward the completed form to the Personnel Office for filing in his personnel folder.

.03 Designation of a person who at present is a full-time employee of another Government agency.

1. Prepare for the Director's signature after proper negotiation has been completed, a request to his agency for a non-reimbursable detail for executive reserve duties.

2. Have the person complete a Statement of Understanding (Form ODM-162 Revised 2/20/56), signed by him and the head of the agency or other responsible person.

3. Secure Standard Form 86, "Security Investigation Data for Sensitive Position", (quadruplicate), if necessary.

4. Forward the completed forms to the Personnel Office.

.05 Submit a Standard Form 52 to the Personnel Office when any change occurs in the status of an Executive Reservist (employment, address, withdrawal, termination, etc.).

Section 3. Responsibility of the Personnel Office

.01 On receipt of the Standard Form 52 and other necessary material as outlined in Section 2, the Personnel Office shall:

1. Determine the appropriateness of the proposed action (including reference to the files of the Civil Service Commission).
2. Prepare letters for the Director's signature:
  - a. To the Executive Reservist, designating him a member of the ODM Unit of the National Defense Executive Reserve.
  - b. To the Executive Reservist's employer in appreciation of making his employee available for this purpose.
3. Forward the letters and certificate of designation to the Director for signature and dispatch.
4. Maintain an official file on each person designated as a member of the Executive Reserve.

.02 Furnish the Civil Service Commission the name of each person at the time of designation or termination as a member of the ODM unit of the National Defense Executive Reserve, for inclusion in a central register being maintained for reference.

Section 4. Reports

.01 Each Assistant Director shall report to the Director at the end of each quarter regarding the organization, training, and state of readiness of its Executive Reserve, indicating its size, composition, and representation.

.02 The Personnel Office will prepare and distribute quarterly to all areas in ODM and the Civil Service Commission a consolidated roster of all members of the ODM unit of the National Defense Executive Reserve showing name, title, employing organization and address.



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Section 5. Separation or Change in Status

.01 When the status of a Reservist changes in such manner as to make it unlikely that he would be available for full time service in the event of national emergency, he will withdraw from the Executive Reserve or transfer to the inactive reserve.

.02 A person designated as an Executive Reservist shall serve indefinitely in this capacity, unless the designation is terminated in writing upon the request of either the Office of Defense Mobilization or the designee.

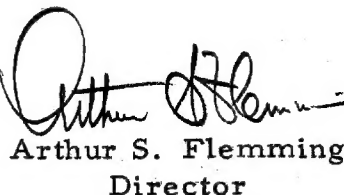
.03 When an Executive Reservist changes his employment a new Statement of Understanding will be processed.

Section 6. Instructions Superseded

.01 This instruction supersedes Section 4 and 5 of General Administrative Order-IV-2 dated March 10, 1955.

Section 7. Effective Date

.01 This instruction is effective immediately.

  
Arthur S. Flemming  
Director